



## **Accounts Payable Job Aid**

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### **DOA AP312: Cancelling a Payment**

#### **Cancelling a Payment Overview**

Cardinal allows a payment to be canceled (voided or stopped), and either reissued or not reissued. The Cardinal Cancelling a Payment process will be a centralized function at the Department of Accounts (DOA). Treasury will send the Cardinal Stop Payment Authorization Form – Department of Treasury – General Warrant form to DOA once the General Account check has been stopped at the bank. Agencies will submit the Cardinal Stop/Void Payment Authorization Form – Agency Petty Cash to DOA once they have placed the stop payment with the bank or voided the check on hand for their petty cash check. DOA will perform the following steps in Cardinal to record the cancellation.

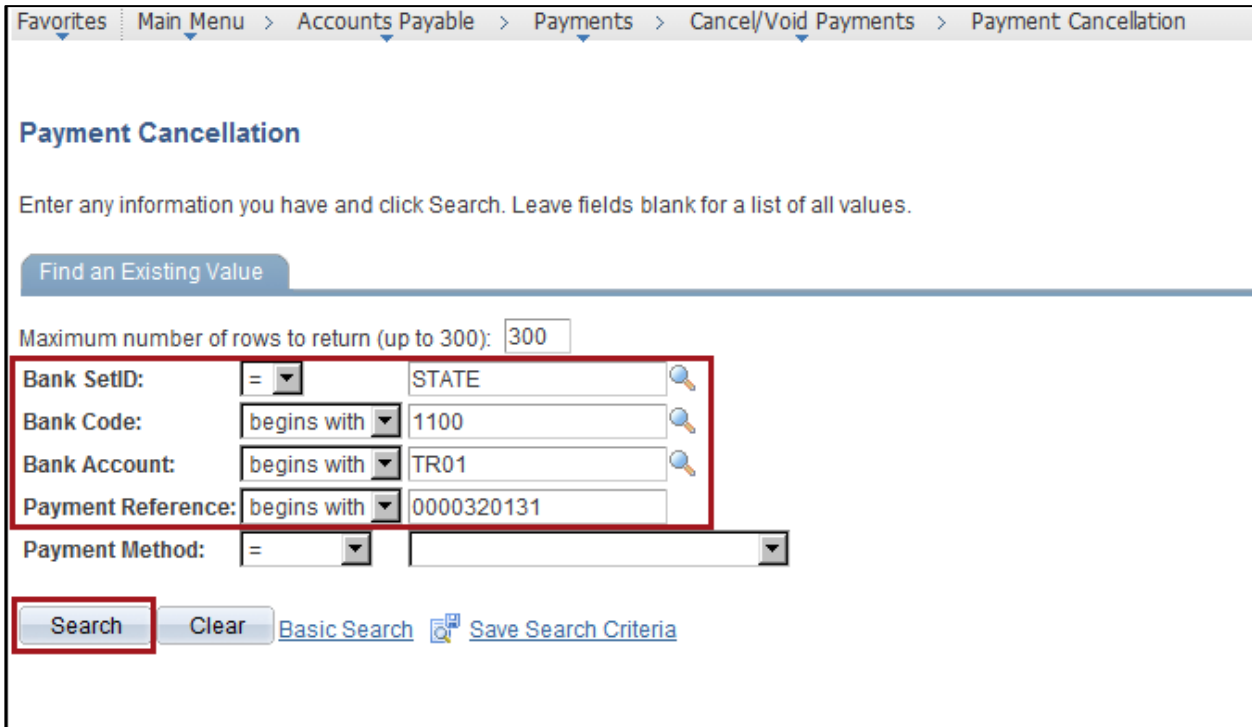
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### Cancelling a Payment:

1. Navigate to the **Payment Cancellation** page using the following path:

**Accounts Payable > Payments > Cancel/Void Payments > Payment Cancellation**




2. The **Payment Cancellation** search page displays.
3. Enter a **Bank SetID** for the Treasury account or the relevant petty cash account  
**Note:** Based on security setup for your user ID, the only **SetIDs** available will be those for which you have authority to cancel payments.
4. Enter a **Bank Code** for the Treasury account or the relevant petty cash account  
**Note:** Based on configuration, you will only have access to the bank that is associated with the **Bank SetID** selected in step 2.
5. Enter a **Bank Account** for the Treasury account or the relevant petty cash accounts.  
**Note:** Based on configuration, you will only have access to the Bank Account that is associated with the **Bank SetID** selected in step 2.
6. Enter a **Payment Reference** (check number) for the payment that has been stopped at the bank, or voided in the case of some petty cash checks, as indicated on the Stop Payment Authorization Form.
7. Click the **Search** button.

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### Cancel Payment


Enter Cancel Payment


Bank Set ID:	STATE	Reference ID:	0000320131	Creation Date:	08/29/2013
Bank:	1100	TREASURY - Cardinal Disb		Payment Date:	08/30/2013
Account:	TR01	4595878272697129		Payment Amount:	0.00 USD
Payment Method:	System Check			Cancel Post Status:	Not Applicable
Remit Vendor:	0000028447 Rogers Enterprises Inc			Settle By:	Pay Cycle
				Settlement Status:	None




Date Cancelled: 09/09/2013 

Payment Status: 
 ☒ Void 
 ☐ Stopped 
 ☐ Undo Cancel

Cancel Action: 
 ☒ Re-Open Voucher(s)/Re-Issue 
 ☐ Re-Open Voucher(s)/Put on Hold 
 ☐ Do Not Reissue/Close Liability

Hold Reason: 

Description: 

 Save 
  Return to Search 
  Notify

8. The **Cancel Payment** page displays with detailed information about the check to be cancelled.
9. Verify that the information matches the Stop Payment Authorization Form.
10. Indicate the **Payment Status**:
  - a. **Void** is for a check that we have in our possession when the check cannot be remitted to the payee (e.g., check is damaged or amount incorrect).
  - b. **Stopped** is a check that has been remitted to the payee but is still outstanding and we would like to make sure it cannot be cashed. **Stopped** should be selected for all General Warrant payments.
  - c. **Undo Cancel** can only be performed on a cancelled payment that is not PO-related before the next payment post is run. A cancel on a PO-related payment cannot be undone.


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### Cancel Payment

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Date Cancelled:  

Payment Status:   
☒ Void   
☐ Stopped   
☐ Undo Cancel

Cancel Action:   
☒ Re-Open Voucher(s)/Re-Issue   
☐ Re-Open Voucher(s)/Put on Hold   
☐ Do Not Reissue/Close Liability

Hold Reason:  

Description:  

[Save](#) [Return to Search](#) [Notify](#)

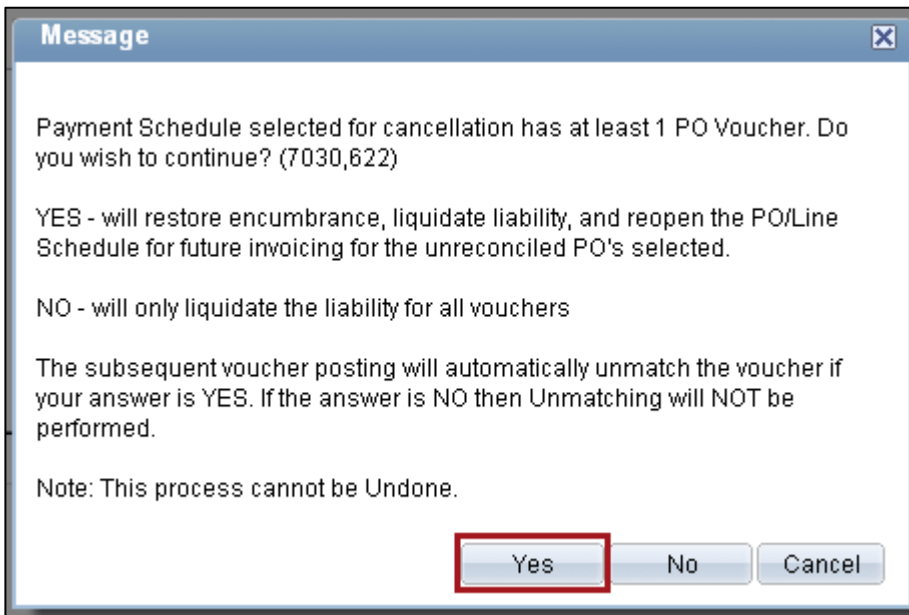
**11. Indicate the Cancel Action:**

- Re-Open Voucher(s)/Re-Issue** is used to reselect the scheduled voucher(s) and reissue the payment the next time you run a pay cycle, assuming that the vouchers meet the selection criteria for that pay cycle.
- Re-Open Voucher(s)/Put on Hold** is used to reopen the scheduled vouchers, but places the reopened vouchers on payment hold for review or adjustment. Select this option if you need to perform additional investigation or revise voucher information before proceeding with payment. A **Hold Reason** can be entered in Cardinal if indicated on the form.
- Do Not Reissue/Close Liability** is used to cancel the payment and close any liabilities associated with the voucher. Once a PO-related payment has been cancelled and the voucher or vouchers has been closed, the cancel cannot be undone.
- The **Description** field is available to record additional information for the stop payment.

**12. If Do Not Reissue/Close Liability is selected, the system determines if the voucher or vouchers associated with the payment is a PO-related voucher. If so, the system provides you with the option to:**

- Restore encumbrance, liquidate the liability, and reopen the PO/Line for future invoicing (Select **Yes**), or to
- Liquidate the liability only (Select **No**)

Always select **Yes** to ensure that the system automatically unmatched the voucher after the Voucher Posting process and updates the purchase order (and receiver if applicable) match status.



13. When the option **Yes** is selected, the **PO Associated with the Voucher** page displays.

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### PO Associated with the Voucher

☒ [Select All](#)    ☐ [Deselect All](#)

Details							
	Restore Encumbrance	Business Unit	Voucher ID	PO Business Unit	PO Number	PO Status	Search
1	<input checked="" type="checkbox"/>	50100	00224418	50100	0001037214	D	<a href="#">i</a>
2	<input checked="" type="checkbox"/>	50100	00224473	50100	0001040342	D	<a href="#">i</a>
3	<input checked="" type="checkbox"/>	50100	00224474	50100	0001040350	D	<a href="#">i</a>
4	<input checked="" type="checkbox"/>	50100	00224475	50100	0001040342	D	<a href="#">i</a>
5	<input checked="" type="checkbox"/>	50100	00224478	50100	0001040342	D	<a href="#">i</a>
6	<input checked="" type="checkbox"/>	50100	00224483	50100	0001040350	D	<a href="#">i</a>
7	<input checked="" type="checkbox"/>	50100	00224485	50100	0001040342	D	<a href="#">i</a>

14. This page displays **all** vouchers associated to the PO that were paid on the cancelled check.
15. Check the **Select All** box to check the **Restore Encumbrance** box for each associated voucher.
16. Click the **OK** button to return to the **Cancel Payment** page.  
This ensures that the Voucher Post process unmatches all vouchers that are associated with the cancel payment.


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Date Cancelled: 09/09/2013 



Payment Status:


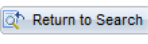

- ☒ Void
- ☐ Stopped
- ☐ Undo Cancel

Cancel Action:

- ☒ Re-Open Voucher(s)/Re-Issue
- ☐ Re-Open Voucher(s)/Put on Hold
- ☐ Do Not Reissue/Close Liability

Hold Reason: 

Description:  

17. Click the **Save** button.

The payment is then marked for cancellation. The actual recording of the canceled payment does not occur until payment post runs during the next batch process.